

# Research – Instructions

Enter your User ID and Password to login to WebGrants <https://fundingmt.org>.

### Login

User ID:\*

Password:\*

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Montana's Official State Website

**New to WebGrants - State of Montana?**


[Register Here](#)

### Announcements



Growth Through Agriculture (GTA) Now Accepting Applications

Click on “Funding Opportunities” to view all Trust Fund opportunities.



## Grants and Loans

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### Welcome

#### Main Menu

Click Help above to view instructions. Go to "My Profile" to reset password.

- [Grantee Instructions](#)
- [My Profile](#)
- [Funding Opportunities](#)
- [My Applications](#)
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Click on “AGR NWTF 2012 Research” in the Opportunity Title column.

ID	Agency	Program	Opportunity Title	Application Deadline
00973	Department of Agriculture	Noxious Weed Trust Fund	AGR NWTF 2012 Education	03/16/2012
00983	Department of Agriculture	Noxious Weed Trust Fund	AGR NWTF 2012 LC - Continuing	03/16/2012
00979	Department of Agriculture	Noxious Weed Trust Fund	AGR NWTF 2012 Research	03/16/2012
00982	Department of Agriculture	Noxious Weed Trust Fund	AGR NWTF 2012 LC - New	03/16/2012

Click on “Start a New Application” to start the application process.

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**Funding Opportunities**

**Current Applications**  
Any previously created applications, for this opportunity, appear below

ID	Application Title	Status
No existing applications		

**Opportunity Details** [Copy Existing Application](#) [Start a New Application](#)

**00013-Research**  
**Noxious Weed Trust Fund**  
**Application Deadline: 08/17/2012 12:00 AM**

Award Amount Range: \$0.00 - \$75,000.00  
Project Start Date:  
Project End Date:  
Award Announcement Date:

Program Officer: Kim Johnson  
Phone: 406-444-1517 x  
Email: [kijohnson@mt.gov](mailto:kijohnson@mt.gov)

**Description**

**Attachments**  
Click on the File Name to open attachment

Description	File Name	File Size
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Enter the name of the project in the “Project Title” text box. Then click on “Save” (at the top right).

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**General Information**  
This page must be completed and saved before proceeding with the rest of the application process.

Primary Contact:\* MWCA1 Test

Project Title:  
(limited to 250 characters)\* Enter project title in this box.

Authorized Official:\* MWCA1 Test

Organization:\* Department of Agriculture

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This screen allows you to make changes to the project title by clicking on “Edit” or to continue to the application forms by clicking on “Go to Application Forms”.



# Grants and Loans

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## Application

**00013 - Research**

**Project Title:** 00959 - MDA Test 2012 - #3  
**Program Area:** Noxious Weed Trust Fund  
**Proposal Deadline:** 08/17/2012

**Instructions**

To continue with the remaining parts of the application, click on the "Go to Applications Forms" link below.

**General Information**

**System ID:** 00959  
**Project Title:** MDA Test 2012 - #3  
**Primary Contact:** MWCA1 Test  
**Additional Contacts:** MWCA1 Test  
**Organization:** Department of Agriculture

[Go to Application Forms](#)

Last Edited By: MWCA1 Test, 01/13/2012

You can see all the forms that need to be completed for this type of application. **REMEMBER:** the column “Complete?” must have a check mark in it for each form before WebGrants will allow the application be submitted.

Now, you can click on any form and begin filling in the required information for that form. Please use the “Other Attachments” form to attach other document that may be important to your research proposal. The file size maximum of these documents is 10 MB. Please compress large file sizes to the 10 MB or less. This allows the Advisory Council to open these large files in a timely manner.

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**Application**

00013 - Research

Project Title: 00959 - MDA Test 2012 - #3  
Program Area: Noxious Weed Trust Fund  
Proposal Deadline: 08/17/2012

**Instructions**

Clicking "Mark as Complete" does not submit the application component or prevent further editing. To submit the application click the Submit button. Note: All application components must be marked as complete in order to submit.

**Application Forms** Preview | Submit

Form Name	Complete?	Last Edited
General Information	✓	01/13/2012
Project Information – Research		
Cooperators		
Budget - R & E		
Description of the Project – R & E		
Specific Objectives & Methodology		
Analysis/Dissemination		
Activities/Education Timeline		
Other Attachments		

Each form has instructions on how to save and edit the entered information. Time Saver Tip: you can copy existing grant application information from your Word or Excel file and paste it into the form you are working on in WebGrants.